



OFFICE OF THE COMPTROLLER OF THE DEPARTMENT OF DEFENSE

WASHINGTON, DC 20301-1100

Information Resources
Management

17 DEC 1990

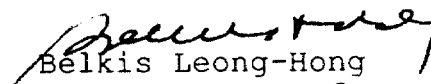
MEMORANDUM FOR FUNCTIONAL GROUP DEPUTY LEADERS
CIM FUNCTIONAL DATA ADMINISTRATORS

SUBJECT: Functional Data Administration (FDA) Exchange Group

To ensure effective data integration throughout Corporate Information Management (CIM), the discipline called Data Administration (DA) has been instituted within the CIM Integration Office. Appointments for Functional Data Administrators (FDAs) have been made to ensure functional group compliance with CIM data policy and standards.

A key success factor to horizontal/vertical integration of data is contact and coordination among functional groups. To support that goal, an exchange group is being established as a working-level, communication vehicle for data-oriented issues and education.

The first meeting of the FDA Exchange Group is scheduled for January 16, 1991 at 1 P.M. The attached agenda provides details of the meeting location and charter meeting topics. Request that all FDAs and interested CIM representatives confirm attendance by January 11, 1991 as well as prepare a list of future discussion items by that date. Point of contact for confirmation or questions is Dawn M. Hughes, Materiel Management CIM, 703-696-1302.


Belkis Leong-Hong
Director, Corporate Information
Management

Attachment

cc: OSD (IRM) ISS
Birch and Davis Associates

FDA EXCHANGE GROUP
AGENDA

DATE: January 16, 1991

TIME: 1 P.M.

PLACE: Ballston Tower Two
Materiel Management Conference Room, Fifth Floor
801 N. Randolph Street
Arlington, VA 22203

DISCUSSION ITEMS:

- I. Introduce Associates
- II. Review Draft Charter
- III. Distribute Updated FDA List
- IV. Distribute DA Literature
- V. Reports of Functional Group Status/Progress
- VI. Inform Status of Data/Process Model Training
- VII. Discuss Future Meeting Topics
- VIII. Conclude/Set Next Meeting Date